



Dyck & Walker-Dean
CHARTERED PROFESSIONAL ACCOUNTANTS

Automobile Expense Checklist

You can deduct motor vehicle expenses only when they are **reasonable** and you have **receipts** to support them.

To get the full benefit of your claim for each vehicle, keep a record of the total kilometers you drive and the kilometers you drive to earn business income.

For each business trip, keep a log listing the following:

- date
- destination
- purpose
- number of kilometers you drive.

Record the **odometer reading** of each vehicle at the start and end of the fiscal period.

If you **changed motor vehicles** during the fiscal period, record the dates of the changes and the odometer reading at the time you buy, sell, or trade the vehicle.

If you **use more than one motor vehicle** for your business, keep a separate record for each vehicle that shows the total and business kilometers you drive, and the cost to run and maintain each vehicle. Calculate each vehicle's expenses separately.

_____	Description of
Enter the kilometres you drove in the tax year earn income _____	automobile

Enter the total kilometres you drove in the tax year

Total Yearly Bills

Fuel & Oil	_____	Repairs and Maint.	_____
Insurance	_____	Other	_____
Interest on loan	_____	Lease payments	_____
License	_____		_____
Is this the same	_____	vehicle as last year? Yes	_____
/ No	_____		_____

If No please include the following:

- bill of sale
- financing agreement
- lease agreement
- estimate of vehicle value